

## Workplan Template

Task		Responsible	Draft		Review		Final Due		Comments/Status
			Due	Complete	Due	Complete	Due	Complete	
<b>Plan</b>									
Training needs assessment									
Training plan									
Project plan									
	Task order								
Project management									
	Kick-off meeting								
	Management sign-off								
<b>Design</b>									
Instructional design plan									
	Content outline								
	Storyboard & learning activities								
Usability test									
Design evaluation instrument									
Project management									
	Instructional design plan session								
	Communication plan								
	Management sign-off								
<b>Build</b>									
Course materials									
Testing – Dry run									

## Workplan Template

Task	Responsible	Draft		Review		Final Due		Comments/Status
		Due	Complete	Due	Complete	Due	Complete	
Support processes								
Evaluation/measurement								
Execute training logistics								
Package & ship materials								
Training schedule								
Project management								
Management sign-off								
<b>Do</b>								
Train the trainer								
Logistics support								
Registration								
Deliver training								
Project management								
Management sign-off								
<b>Assess</b>								
Conduct evaluation								
Analysis								
Celebrate								